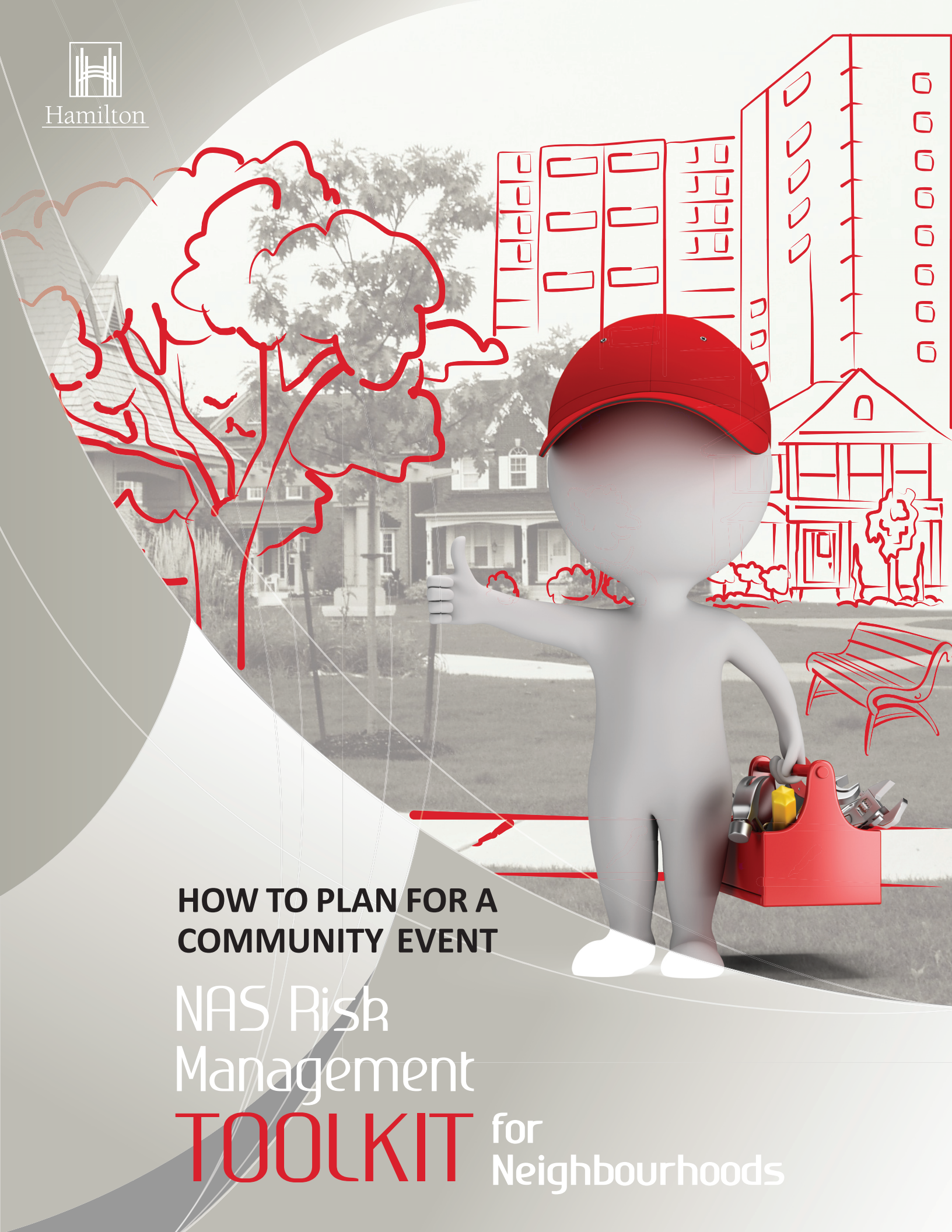




Hamilton



**HOW TO PLAN FOR A  
COMMUNITY EVENT**

NAS Risk  
Management

**TOOLKIT** for  
Neighbourhoods



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# Introduction



The purpose of the Risk Management Tool kit is to provide information to neighbourhood groups who are organizing and attending events on city owned property.

This toolkit explains the type of insurance needed for activities on city properties and other locations. It is a resource to help you become familiar with special events and BBQs.

Included in the tool kit are sample volunteer waivers and checklists that will help to make your event safe and welcoming for everyone.

## What is Risk Management?

There is risk in everything we do. People manage risk every day. We often do this by instinct. However, when you are planning events where there are other people involved, it is very important for individuals and groups to think about how to avoid accidents and other risks that can bring harm to people. A well thought-out plan can help your group reduce risk and have a successful event.

In a document from Volunteer Canada<sup>1</sup>, they share a three-step risk management process.

The steps are:

1

Looking at the situation and asking what can go wrong and what harm could result;

**EXAMPLE**

*The Eagleton Neighbourhood was having a park clean up and were planning on handing out bottles of water. They determined that since the bottles were sealed, there was minimal risk and therefore they did not have to change their plans.*

2

Identifying practical measures that can be taken to keep such harm from occurring; and

**EXAMPLE**

*The Eagleton Neighbourhood were planning a Summer's End BBQ for late August. In the past they had just used one of the members BBQ and cooler. They then reviewed the Safe Food Handling Guidelines and decided that the group would need to obtain both hot and cold thermometers, water containers, and soap.*

3

If harm does occur, identifying practical measures that will help to lessen the impacts of harm and pay for any resulting damage or losses.

**EXAMPLE**

*At the Eagleton Neighbourhood Association Summers End BBQ planning meeting it was suggested that the group rent a Bouncy Castle for the event. As they were applying for Game Day Insurance they realized that Game Day would not cover Bouncy Castles. They called the Bouncy Castle Vendor and found out that they have insurance on their own to cover the Bouncy Castle activity.*

The article goes on to describe some ways in which groups or individuals can manage these risks. These include:

- Determining that the risk is minimal and doing nothing.
- Find a way to reduce the risk by making changes to processes or procedures.
- Determine that the risk is too high and change the event.
- Find a way to transfer the risk to a second party via a contract.

## Game Day Insurance

The City of Hamilton requires a valid insurance certificate for all events that take place on City Property. For a nominal cost, the City of Hamilton offers eligible groups insurance for events held on or in a City property. The insurance called **Game Day** is an insurance program that helps make obtaining insurance for events and sports activities affordable and easy to obtain.



The Game Day insurance program is managed by the City of Hamilton's Recreation Division located at 28 James Street North (Lister Block), Hamilton on the third floor.

The cost of Game Day insurance will vary depending on the type of event and the number of people attending. There are certain events and activities that will not be covered by this insurance. Some examples of excluded events are:

- extreme or contact sports
- skate boarding
- horse related activities
- bouncy castles

If your group is planning an activity that is not eligible for Game Day insurance, you will have to secure private insurance or provide proof of insurance from a private contractor who is overseeing the activity. If there are high-risk activities, the event organizer must obtain insurance as well as make sure that the provider of the high-risk activity also has insurance for their activity.

## Neighbourhood Action Strategy (NAS) Planning Teams/Hubs

NAS Planning Teams or Hubs may qualify for reduced or waived park or facilities fees as well as reduced or waived Game Day insurance fees. The NAS Community Developer will be able to assist you to apply for these fee waivers or reductions.

To find out more about fee waivers or reductions please contact:

**Deb Clinton**  905 546-2424 ext. 2660  [Deb.Clinton@hamilton.ca](mailto:Deb.Clinton@hamilton.ca)

As well, every Neighbourhood Action Strategy Planning Team or Hub has a Recreation Development Consultant assigned to it. Your Recreation Development Consultant will be able to assist you to determine if your event is eligible for Game Day, and if so can assist you with obtaining the insurance for your event or activity.

Attached as Appendix A, you will find a detailed rental process chart for NAS groups. To reach a Recreation Development Consultant, please contact:

**Manager of Program Development**  905 546-2424 ext. 5015

## Liability Insurance for Private Property

Some of the neighbourhoods have had to obtain independent insurance as their events and activities have occurred on private property. For these events, the Planning Team/Hub should work with Deb Clinton from the Neighbourhood Action Strategy Office.



905 546-2424 ext. 2660



Deb.Clinton@hamilton.ca

If you have to search for an independent insurance provider, you can check several things. The first is Festival & Events Ontario, which has a supplier list of “event friendly” suppliers.



[www.festivalsandeventsontario.ca](http://www.festivalsandeventsontario.ca)

You may also want to check with other groups that have held events to see if they have used an independent insurance provider. Lastly, you may want to check with your own insurance provider.

## Special Event Advisory Team (S.E.A.T.)

S.E.A.T. is a team comprised of City staff representing various municipal divisions that facilitate and support outdoor events taking place on City property and, in some cases, events on private property that have a significant impact on City services. S.E.A.T. ensures that these events have all of the necessary permits, permissions and insurance in place to ensure that the event is healthy and safe for the organizers, participants, the corporation and other citizens.

If your event is going to be held outdoors on City property or on private property and significantly affects City services, your group will need to get approval from S.E.A.T.

In order to receive S.E.A.T. approval, you must complete a S.E.A.T. application online at **[seat1.fluidreview.com](http://seat1.fluidreview.com)**. You will be required to set up an account. In addition to the application, you will be required to submit a site/road closure map in order for your application to be processed.

The deadline for the submission of a S.E.A.T. application is 60 days prior to your event if it will take place anywhere other than on the road way (e.g. park, parking lot, etc.). If you are planning to hold your event on the roadway, you are required to submit a S.E.A.T. application 120 days prior to your event date.

It is a good idea to have your event details well thought out and these details on hand when you fill out the application.



You will have to provide:

- Contact information for your event, including information for an alternate contact person;
- Date(s) and time(s) for your event as well as the date(s) and time(s) for the set-up and take down of your event;
- Location for your event (i.e. City park, road way, Forecourt at City Hall, etc.)
- Event description;
- Information about the components of your event (i.e. whether you are having fireworks, alcohol, inflatables, live music, etc.);
- Information about food and non-alcoholic beverages at your event;
- Information about your waste management plan.

For more information about the S.E.A.T. application or about planning your event, please visit [www.hamilton.ca/seat](http://www.hamilton.ca/seat) and read the 2016 S.E.A.T. Guidelines.

If you have general questions about your event or the S.E.A.T. application, contact S.E.A.T. at:

 905-546-4646     [eventsoffice@hamilton.ca](mailto:eventsoffice@hamilton.ca)

5

## Other Fees and Forms

### Alcohol

If your event includes serving alcohol, you must obtain a liquor license. This is the responsibility of the Province and can take up to 3 months to process. You can read more information about the process at the Alcohol and Gaming Commission of Ontario (AGCO) website: [www.agco.on.ca](http://www.agco.on.ca) or you can visit your LCBO.

Along with provincial licenses, you will also have to notify the City through a form that is available online.

 [www.hamilton.ca/alcoholpolicy](http://www.hamilton.ca/alcoholpolicy)

Once you have completed a form you can submit it to:

 [liquorlicense@hamilton.ca](mailto:liquorlicense@hamilton.ca)     City Hall, 71 Main Street West  
1st Floor, Hamilton, L8P 4Y5  
905 546-2782

## Safe Food Handling

Events that sell or give away food to the public have to be approved by the City of Hamilton, Public Health Services 14 days prior to the event.

There is an administration fee of \$32.00 + HST to be paid prior to the event.

As with the S.E.A.T. application, to complete the form you will need details of your event. These details include:

- How you will provide fresh water.
- How you will keep foods hot/cold.
- Do you have thermometers for both hot and cold food?
- How you will dispose of wastewater.
- How you will wash and sanitize utensils.

Public Health Services offers a detailed guide to assist groups to meet the requirements of safe food handling as well as help to complete the forms.



[www.hamilton.ca/foodsafetyspecialevents](http://www.hamilton.ca/foodsafetyspecialevents)



Public Health Services at 905-546-2489

Along with the Public Health Safe Food Handling forms and fees, you can expect to pay fees for the following services:

- Road closures
- Barriers, pylons, “road closed” signs
- Traffic Signage
- Park rental fees
- Waste Management
- Hamilton Paramedic Service

## City-Owned Facility/Recreation Rentals

If your group is looking to rent rooms, gyms, pools or some halls you will need to contact the facility directly. Attached as Appendix B and B2, you will find a copy of the Facility Application Form and an Occasional Outdoor and Ice Rental Form that needs to be completed. If you are looking to book a park or arena, you must contact the Recreation Division at 28 James Street North (Lister Block, third floor). When you book the property, you will be offered insurance through Game Day at the regular cost. Contact information for arenas and parks is below:



905 540-5590



[facbook@hamilton.ca](mailto:facbook@hamilton.ca)



[www.hamilton.ca/recbookings-rentals](http://www.hamilton.ca/recbookings-rentals)

A full listing of Recreation Centres can be found online at [www.hamilton.ca/parks-recreation](http://www.hamilton.ca/parks-recreation).

## Community Use of Schools

### Hamilton Wentworth District School Board (HWDSB)

The HWDSB has designated 25 schools as priority schools in the Hamilton area. Under the Priority Schools Initiative, the province has provided funds to the HWDSB to allow free after school access to not for profit groups to offer affordable or low cost programming.

Many groups and neighbourhoods recognize their local schools as assets and utilize their gym and community space for events. It is a popular location for events and some school's space is very limited.


The HWDSB has set up an online booking process called "eBase". Groups must set up an account in order to request space.

All rentals at the HWDSB will require insurance. You need to provide proof of insurance. There is an option on the online form to indicate that you need help with insurance. If your group needs help with insurance, you should choose that option. The HWDSB can sometimes offer a subsidy to groups to cover the cost.

It is a good idea to contact the HWDSB regarding School Rentals.

For further information:

**Sarah Tracz**  905-527-5092 ext 2374  rentals@hwdsb.on.ca

 [www.hwdsb.on.ca/community/partnerships/school-rental](http://www.hwdsb.on.ca/community/partnerships/school-rental)

### Hamilton Wentworth District Catholic School Board

The Hamilton Wentworth District Catholic School Board (HWDCSB) also offers their schools for community use. They have a similar e-Base system in which groups will have to set up an account. There are fees for the school use.

For further information:

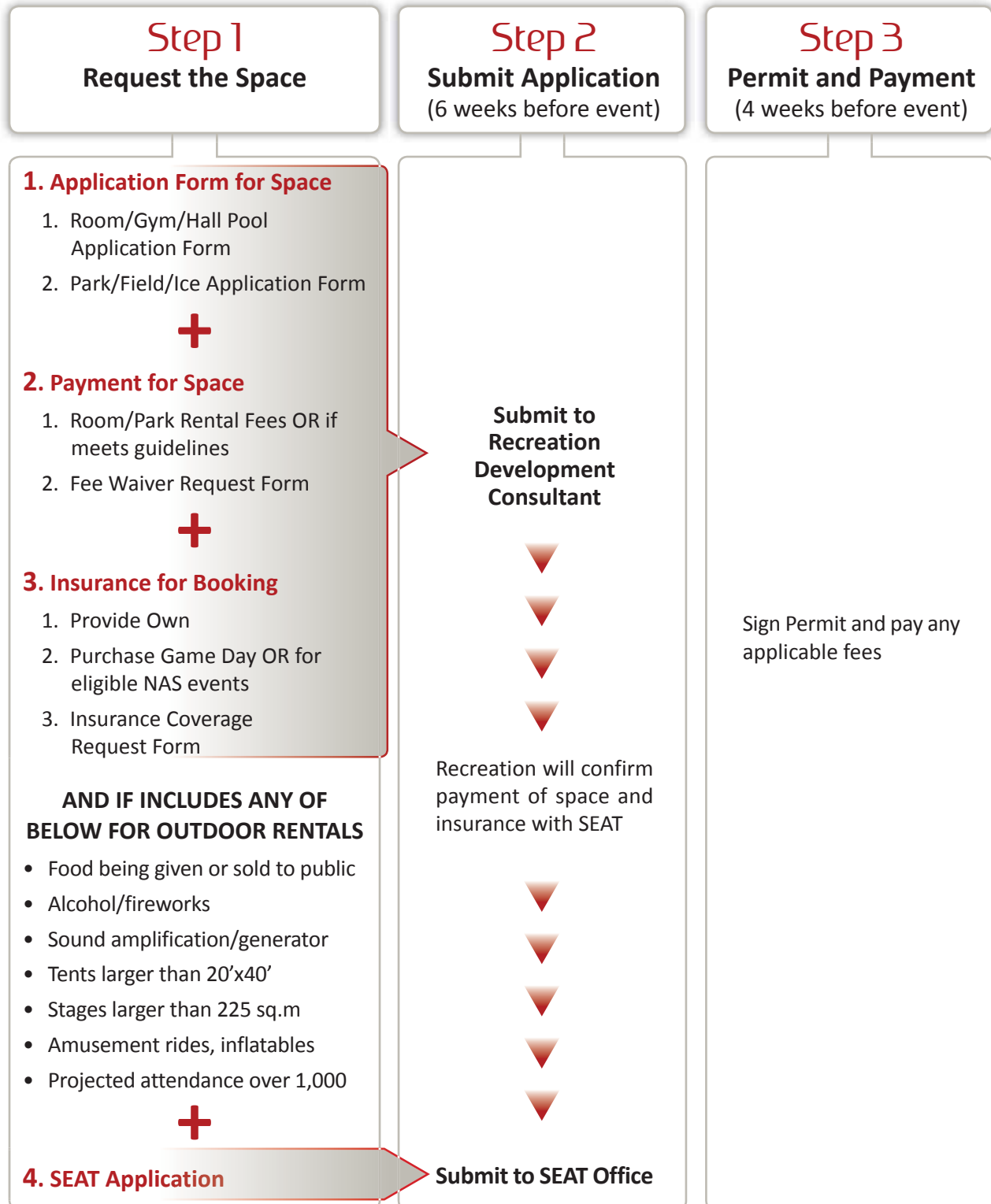
 [www.hwcdsb.ca/support/communityuseofschools](http://www.hwcdsb.ca/support/communityuseofschools)  905-525-2930

## Some other things to consider

We have compiled some forms/checklists that you may want to consider as you begin to plan your event or activity.

- Appendix A:** is a diagram that outlines the process by which you can apply for insurance and rental space for NAS Groups.
- Appendix B, B2:** form for Recreation Room, Pool, Gym, and Hall Rental and an Occasional Outdoor and Ice Rental form.
- Appendix C:** is an Accessible Meeting Checklist that will help you and your group ensure that your event is a welcoming experience for all.
- Appendix D:** is a sample waiver that you can have your volunteer's sign that makes it clear that they are responsible for themselves and their own safety. The first one is for Adults; the second one is for Youth.
- Appendix E:** is a sample photo waiver. Getting this waiver signed by people who attend you events will give you permission to use their photos.
- Appendix F:** is a document of insurance requirements for room rentals .
- Appendix G:** is diagram of the Game Day Process for NAS approved community organizations /events.

## Rental Process with Requests for Reduced Space/Insurance - NAS Group





**ROOM, POOL, GYM, HALL RENTAL FORM**  
City of Hamilton, Recreation Division  
[www.hamilton.ca/recreation](http://www.hamilton.ca/recreation)

Date Received: _____	Staff: _____
Permit # _____	
( ) Follow-up Needed: _____	
	( ) Approved

<b>Applicant Information:</b> <input type="checkbox"/> Resident <input type="checkbox"/> Commercial/Non-resident		<input type="checkbox"/> Affiliate/Community Group <input type="checkbox"/> Internal Dept	
Organization Name			
Rental Contact	Phone		
E-mail	Address		
City	Postal		
Rental Purpose	Expected Attendance	Adults <input type="text"/>	Youth <input type="text"/>

<b>Facility Information</b> <i>If outside operational hours approval will be needed &amp; additional fees will be applied.</i>			
Facility Requesting	Room/Space Required	Date(s)	Start/End time(s) <i>Must include setup/take down time.</i>
Number of Tables Needed <i>Subject to availability</i>		Number of Chairs Needed <i>Subject to availability</i>	

<b>Setup/Other Requirements</b> <i>Will require approval and extra fees may be applied.</i>			
Setup Instructions:		Other Equipment Requests:	

<b>Insurance Options</b> Please check the insurance option you will be using for your rental	
<input type="checkbox"/> Option 1: Provide Own Insurance	<input type="checkbox"/> Option 2: Purchase Insurance
Valid certificate of General Liability Insurance must be submitted at the time of signing permit. Certificates must include: <ul style="list-style-type: none"> <li>• City of Hamilton named as co-insured</li> <li>• The name of the person (group) appearing on the permit must match this name on the Certificate</li> <li>• Valid term dates to cover the rental dates requested</li> <li>• Minimum coverage amount of \$2,000,000</li> <li>• Signature of insurer's authorized representative</li> </ul>	Select what applies to your rental: <ul style="list-style-type: none"> <li><input type="checkbox"/> Sport Type: _____</li> <li><input type="checkbox"/> Meeting/Workshop/Training</li> <li><input type="checkbox"/> Family Celebration/Social Gathering</li> <li><input type="checkbox"/> Camp Program</li> </ul> Is this a licensed event (include alcohol)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Rental Activities <i>Selecting yes will require additional approval and/or fees</i>	Comments
1. Is your event open to the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Will you be selling or cooking food? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Involve fundraising or soliciting donations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Require selling tickets or merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Include serving or selling alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Special Occasion Permit Number:</i>
6. Involve gambling or games of chance? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Special Occasion Permit Number:</i>
7. Include a religious service or sacraments? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Involve contact sports or activities? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Additional insurance will be required</i>
9. Include inflatables, bouncy castles, or dunk tanks? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Insurance must be provided by third party operating</i>
10. Involve amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Have more than 75 people in attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Require exclusive use of the building or facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Using a public swim/gym at the same time? <input type="checkbox"/> Yes <input type="checkbox"/> No	

I acknowledge that the information provided is true and correct. I have reviewed the terms on the back of this form and understand I will need to provide payment and sign a permit with full terms and conditions before rental is reserved.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Hamilton's Recreation Division is committed to ensuring the inclusion of individuals with disabilities. If you require any accommodations, assistive devices, or this form in an accessible format, please contact [accessiblerec@hamilton.ca](mailto:accessiblerec@hamilton.ca)

**Non Permitted Uses**

The following uses are not permitted within the rental space:

- The playing of music or videos intended for home viewing use only. Appropriate licensing fees must be obtained and is the responsibility of the renting party. This excludes the use of public broadcasts or radio.
- Amplified sound or activities which can be heard outside of the permitted space.
- Cooking food (unless in a facility with a food grade kitchen).
- Attendance which exceeds the posted room capacities.
- Smoking within rented space, or on City property.
- Alcohol or gaming, unless in specified facilities and appropriate licenses are obtained.
- Use of amenities other than the room rented, including fridge and kitchen access. If required, please specify on application and is subject to Supervisor approval.
- Activities which harass, discriminate or create an unsafe space.

**Cancellations/Changes**

Cancellations/Changes are subject to the following terms:

- 2 weeks' notice (14 days) is required to cancel a previously issued permit.
- Events with more than 75 people require 30 days' notice.
- A full refund will be provided if appropriate notice is given.
- Refunds for cancellations/changes received with lesser notice will not be issued.

**Minimum Time**

- Rentals must be at least 1 hour or more in length. Rentals less than 1 hour will be subject to Supervisor approval.

**Supervision of Space**

The renter is responsible for ensuring appropriate supervision of space, including:

- Ensuring at least 1 adult is present for every 10 children for room/gym activities.
- Ensuring pool admission criteria is met for aquatic activities (see additional materials).
- Activities conducted are safe, non-contact manner, and equipment is used safely and as per its intended use.

City of Hamilton staff retain the right to enter the rented space at any time. Renter and attendees are required to follow direction provided by City of Hamilton staff at all times.

**Setting Up/Taking Down/Cleaning Up**

The renter is responsible for all set up, take down, and cleaning of spaces rented and must:

- Include set up and take down times within the rental times permitted. Extra fees will be applied if rental occurs outside of permitted times or goes late.
- Identify on the rental application if any assistance is required for set up or take down (subject to staff availability and additional fees).
- Clean up any decorations, wrapping, spills, or outside equipment brought into the space using the supplies and garbage provided, and return the room to original condition. Extra charges will be applied if not completed.

**Extra Fees**

Extra fees will be applied for the following requests and require Supervisor approval:

- Gym equipment.
- Additional staffing costs will be applied if supervision guidelines cannot be met, rentals outside of operating hours, for large events, if set up/clean-up is required, or if program requires instruction from trained staff.

**Termination of Agreement**

- Permits are subject to termination from the City of Hamilton in unforeseen circumstances or facility closures. Refunds will be provided, however no further compensation for losses will be given.
- Permits are subject to termination from the City of Hamilton if the terms and conditions of the permit are not being met. Refunds will not be provided when terms and conditions are breached by the renting party.

Full Terms and Conditions will be provided with a rental permit.



Hamilton



**Occasional Outdoor and Ice Rental Form**  
City of Hamilton, Recreation Facility Booking

Date Received: _____ Staff Init. _____
Permit # _____

**This application form is to be completed fully and failure to do so may disqualify the application.**

<b>Applicant Information:</b> <input type="checkbox"/> Resident <input type="checkbox"/> Non-resident <input type="checkbox"/> Commercial	
Organization Name	
Contact Name	Phone
E-mail	Address
City	Postal
<b>Rental Purpose</b> I.e.: birthday, picnic, ice rental	Expected Attendance Adults <input type="checkbox"/> Youth <input type="checkbox"/>

<b>Facility Information</b> First and second choice			
Facility/Location Requesting	Room/Space Required	Date(s)	Start/End time(s) <i>Must include setup/take down time.</i>
1)			
2)			

<b>Brief Description of Event:</b> Please provide as much detail as you can

<b>Insurance Options</b> Please check the insurance option you will be using for your rental	
<input type="checkbox"/> Option 1: Provide Own Insurance	<input type="checkbox"/> Option 2: Purchase Insurance
Valid certificate of General Liability must be submitted at time of signing permit. Certificates must include: <ul style="list-style-type: none"> <li>• City of Hamilton named as co-insured</li> <li>• Name of person (group) as per permit holder</li> <li>• Valid dates to cover rental period</li> <li>• Minimum coverage amount of \$2,000,000</li> <li>• Signature of Authorized representative</li> </ul>	Patron or Organization will purchase insurance through the City of Hamilton. This additional fee is based upon your event details.

<b>Rental Activities</b> : Check all boxes- (Yes answer will require additional permits)		<b>Comments</b>
1. Will you be selling food?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Public Health Special Event package:
2. Will event include Fireworks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance/License must be provided by third party operating Permit:
3. Require road closures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Special Occasion Permit Number:
4. Include serving or selling alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Special Occasion Permit Number:
5. Involve gambling or games of chance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Special Occasion Permit Number:
6. Have inflatables, bouncy castles, or dunk tanks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance/License must be provided by third party operating

<b>Rental Processing Options</b> Please check the process option you will be using for your rental	
<input type="checkbox"/> Option 1: In person	<input type="checkbox"/> Option 2: By Email
Requirements: Completed application Form Insurance Option Full Payment	Requirements: Completed Application Form Insurance option Credit Card Payment

**Please provide completed application to: City of Hamilton - Facility Booking**  
**Location:** City of Hamilton, Lister Block Building, 28 James St. N., 3rd Floor, Hamilton, ON L8R 2K1  
**Phone:** 905-540-5590 **Fax:** 905-546-2338 **Email:** facbook@hamilton.ca

I acknowledge that the information provided is true and correct. I have reviewed the terms on the back of this form and understand I will need to provide payment, insurance and sign a permit with full terms and conditions before rental is reserved.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX





The City of Hamilton's Recreation Division is committed to ensuring the inclusion of individuals with disabilities. If you require accommodations, assistive devices, or this form in an accessible format, please contact [accessiblerec@hamilton.ca](mailto:accessiblerec@hamilton.ca)

**All Bookings made within 14days of the event date are deemed as final, non-refundable, and non-transferrable.**

**Payments**

All Payments are due at time of booking, failure to provide payment will result in permit not being issued and no access granted to facility

- In person- Cash, Debit or Credit Card Payment
- Over the phone- Credit card payments only

**Cancellations or Changes**

Cancellations are subject to the following terms:

- 2 weeks' notice (14 days), in writing is required to cancel a previously issued permit.
- A full refund will be provided if appropriate notice is provided.
- Refunds for cancellations received with lesser notice will not be issued.

**Minimum Time**

Rentals must be at least 1 hour or more in length. Ice rentals are by the hour only.

**Insurance/License**

All City of Hamilton Rentals require Insurance

- **Option 1-** Supply insurance through your own provider by providing a valid certificate of General Liability Insurance evidencing proof of Commercial Liability Insurance with minimum coverage of \$2,000,000 per occurrence and endorsed to Include the **City of Hamilton as additionally insured.**
- **Option 2-** For a small fee, the City of Hamilton offers liability insurance to *eligible* events through its GAME DAY insurance program.
- **Additional Third Party Insurance required-** If you require this option( bouncy castles, carnival equipment, fire works) The third party will be required to provide a valid certificate of General Liability Insurance evidencing proof of Commercial Liability Insurance with minimum coverage of \$5,000,000 per occurrence and endorsed to Include the **City of Hamilton as additionally insured.**
- **Additional Third Party License** - A license is required for each "Place of Amusement" business participating in the event. It is up to the service provider (not the event organizer) to ensure they have an amusement license in place for an event. Licenses are required for all raffles, bingos and break open ticket activities (games of chance). These licenses are only issued to eligible organizations that are registered as Charitable, Religious or Non-profit organizations. All events serving alcohol must obtain the proper liquor license by applying to the Alcohol and Gaming Commission of Ontario

**Setting Up/Taking Down/Cleaning Up**

The renter is responsible for all set up, take down, and cleaning of spaces rented and must:

- Include set up and take down times within the rental times permitted
- Clean up any decorations, wrapping, garbage, or outside equipment brought into the space. Extra charges will be applied if not completed.

**Termination of Agreement**

- Permits are subject to termination from the City of Hamilton in unforeseen circumstances or facility closures. Refunds will be provided, however no further compensation for losses will be given.
- Permits are subject to termination from the City of Hamilton if the terms and conditions of the permit are not being met. Refunds will not be provided when terms and conditions are breached by the renting party.

Full Terms and Conditions will be provided with a rental permit





Hamilton

## The City of Hamilton

Recreation-Facility Booking

P.O. Box 2040  
Hamilton, ON L8P 4Y5  
Phone (905) 540-5590  
Fax (905) 546-2338

FAX TO: \_\_\_\_\_

FAX #: \_\_\_\_\_

### CREDIT CARD AUTHORIZATION FORM

I, \_\_\_\_\_, for \_\_\_\_\_

(Name)

(Organization Name- if needed)

Hereby authorize the City of Hamilton to charge my VISA / MASTERCARD

(Circle one) for rental payments, (individual, monthly and last minute rentals)

Rental # \_\_\_\_\_

Please print name as it appears on credit card

\_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiry \_\_\_\_\_

Signature: \_\_\_\_\_

Clerk: \_\_\_\_\_



Hamilton

Print Form

## ACCESSIBLE MEETING CHECKLIST

### Planning a Meeting

- Plan ahead of time to ensure accessibility needs are met
- Assign responsibility for accessibility planning
- Location has visual fire alarms
- Invitation and promotional materials in alternate formats
- Event website is accessible
- 'Event Accessibility Accommodation' form** completed
- 'Accessibility Accommodation Request' form** attached with invitation
- Assistive Devices** requested
- 'Contracted Services Booking' form / 'ASL Interpreter Booking' form** completed
- Location serviced by accessible or parallel transit services
- Recent renovations or current construction impacting accessibility
- TTY / Bell Relay service
- Staff trained in disability awareness
- Water bowl and relieving area for service dogs
- Adequate logistics for support persons and service animals

### Invitations and promotional materials

- Invitations and promotional materials identified with the International Symbol of Accessibility and other accessibility symbols.
- Invitations in alternate formats (Braille, on audiotape, via e-mail, in large print, on computer disk).
- Conference website available for people who use screen readers.
- Signs specific to the event are created in clear / large print.

### Signage

- Signs for the street address or building name visible from the street
- Signs are well lit during evening events

### External Environment

- Clearly marked signs written in large print & illuminated if necessary
- Sufficient accessible parking spaces
- Designated parking spots are firm, slip-resistant and close to entrance
- Curb cuts and/or level access to enter building
- Adequate snow removal
- Path of travel from parking lot to building barrier free, non-slip, few or no stairs, even level
- Wide ramps with gradual slope and handrails
- Sidewalks separate from roadway
- Location serviced by accessible/public transit
- Drop off area at the front of building





Hamilton

### **Entrances & Lobbies**

- Wide doorways to accommodate mobility devices / guide dogs
- Lightweight doors with large handles or automatic door openers
- Entrances do not lead to blocked doors with buzzers or bells that must be pushed to permit access
- Entrance well lit and centrally located
- Telephone low enough for person with wheelchair/scooter
- Low counter service area for person with wheelchair/scooter
- Large and clear signage indicating meeting room within the building
- Signs mounted at a comfortable height for people with wheelchairs
- Staff / volunteers available at doorways to give directions or assist

### **Elevators**

- Elevators large enough to accommodate mobility devices / guide dogs
- Elevators close to meeting facility
- Control panel at appropriate height
- Braille buttons, raised numerals
- Auditory signal, sound and/or light signals
- Additional signage clearly marked and at suitable height
- Visual cue system to alert people who are deaf or hard of hearing

### **Washrooms**

- Close proximity to meeting
- Doors equipped with automatic or push button door opener
- Doors have raised (tactile) male or female sign or Braille lettering
- At least one accessible unisex washroom on the same floor as event
- Large enough to accommodate equipment
- At least one stall large enough to accommodate equipment
- Stalls have grab bars and raised toilet seats
- Signs clearly marked
- At least one accessible sink; easy to operate handles, accessible height
- Reachable faucets

### **Hallways & Corridors**

- Wide enough to accommodate passage of equipment / guide dogs
- Interior doors easy to open
- Smooth, non-slip floors
- Adequate lighting
- Stairs have handrails on both sides
- Visual fire alarms





Hamilton

### **Meeting Rooms**

- Meeting room located on the building entry floor
- Large enough for circulation, accommodate seating & mobilization of all individuals and their equipment
- Easy to navigate to – ideally on the 1<sup>st</sup> floor
- Refreshments and meals provided in an accessible location
- Refreshments service in lightweight & easy to use containers or dishes
- Speaking areas (podiums, stages) accessible to presenter and audience
- Check for noise levels, ventilation systems
- Accessibility related to window coverings, taped down cables & wires
- Equipment positioned in the least restrictive spot
- No visual distractions
- Well lit space and seating for sign language interpreter / captionist
- Appropriate drapery to provide reduction of light/glare from windows
- At least one telephone that can be used for person who is seated

### **Meeting Contents and Materials**

- Promotional materials have appropriate international symbol(s) of accessibility printed in obvious location
- Materials available in formats that are required based on the needs of your audience (i.e. Braille, large print, electronic)
- Materials easy to read with:
  - Colour contrast (i.e. black on white)
  - Minimum of 14 point size
  - Simple font choice (i.e. Arial)
  - Non-glossy paper

### **Refreshments & Dietary Arrangements**

- Bendable straws, lightweight cups within easy reach for individuals using wheelchairs or scooters
- Sugar-free drinks and desserts for those with dietary concerns
- Assign someone to assist with food and drink
- Suitable and/or adjustable table heights





Hamilton

**VOLUNTEER ACKNOWLEDGEMENT OF RISK/INFORMED  
CONSENT - ADULT**

I, (insert full name)

\_\_\_\_\_

acknowledge that I will be performing the following volunteer activities:

(Description of volunteer activities in detail including location)

I confirm the following:

- **I have the necessary knowledge, experience and ability to competently and safely perform these activities;**
- I confirm that as a volunteer of the City of Hamilton **I will perform my duties under the direction and control of the City of Hamilton.**
- I acknowledge that **I am not an employee of the City of Hamilton.**
- I recognized that I am **not covered** by the Workplace Safety and Insurance Act **in the event of accidental injury or disease;**
- I acknowledge that **the City of Hamilton does not carry medical insurance for volunteers** and that any medical expenses incurred by me due to an accident would be my responsibility;

- **I am aware of and accept the responsibilities, obligations and risks that may arise from my performing or participating in these activities;**
- **I fully understand** the City of Hamilton is relying on my statements in this document being true and accurate and I would not be permitted to participate in the above activities if my statements were inaccurate or untrue.
- I acknowledge having read, understood and agreed to the above.

Dated at Hamilton, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Witness:

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.



Hamilton

**VOLUNTEER ACKNOWLEDGEMENT OF RISK/INFORMED  
CONSENT MINOR**

I, (insert full name in print)

\_\_\_\_\_

acknowledge that I will be performing the following volunteer activities:

(Provide brief description of volunteer activities/duties including location and date)

I confirm the following:

- **I have the necessary knowledge, experience and ability to competently and safely perform these activities/duties;**
- **I will perform my activities/duties under the direction and control of the City of Hamilton;**
- **I acknowledge that while in the course of my volunteer activities, I am not considered to be an employee of the City of Hamilton;** as such, I recognize that I am **not covered** by the City's Workplace Safety and Insurance Act (WSIB) **in the event of accidental injury or disease;**
- I acknowledge that **the City of Hamilton does not carry medical insurance for volunteers** and that any medical expenses incurred by me due to an accident would be my responsibility;



- **I am aware of and accept the responsibilities, obligations and risks that may arise from my performing or participating in these activities;**
- **I fully understand** the City of Hamilton is relying on my statements in this document being true and accurate and I would not be permitted to participate in the above activities if my statements were inaccurate or untrue;
- **BY SIGNING THIS FORM, I ACKNOWLEDGE HAVING READ, UNDERSTOOD AND AGREED TO THE ABOVE.**

**NOTE: VOLUNTEERS UNDER THE AGE OF 18, REQUIRE PARENT/GUARDIAN SIGNATURE.**

Dated at Hamilton, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Witness:

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

Signature of Parent/Guardian (if Volunteer is under 18 years of age)

\_\_\_\_\_



Hamilton

### PHOTOGRAPH AND INFORMATION PERMISSION

Date \_\_\_\_\_

The undersigned authorizes the **City of Hamilton** to permit photographers/videographers employed or designated by the City of Hamilton to take photographs and/or film/video footage of and to obtain quotations and information from the undersigned. Such photographs, film/video footage and recorded comments may be used for publications and broadcasts which may include but not be limited to the following: newspapers, radio, television, staff newsletters, news releases, pamphlets, brochures, flyers, and promotional publications and the undersigned shall be entitled to no compensation as a result of such use from the City of Hamilton.

Signature \_\_\_\_\_  
*(Parent or Guardian if under 18 years of age.)*

Print Name \_\_\_\_\_

Print Section / Division Name  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
\_\_\_\_\_

Name of City of Hamilton Employee \_\_\_\_\_

Title \_\_\_\_\_

Division \_\_\_\_\_

Address \_\_\_\_\_

Extension/ Phone Number \_\_\_\_\_



Insurance Requirements for Room Rentals

All Season Sport Activity (regular scheduled sports activity)						
Duration	Per Season/Per Person					
Price Per Participant	\$2.97					
Number of Participants	Hourly (max 1 day)		1 Day Event (per booking)		2-3 Day Event (per booking)	
	Low Risk	Medium Risk	Low Risk	Medium Risk	Low Risk	Medium Risk
<b>1-50</b>	\$1.08	\$2.16	\$37.80	\$75.60	\$75.60	\$151.20
<b>51-100</b>	\$2.16	\$4.32	\$75.60	\$162.00	\$151.50	\$324.00
<b>101-250</b>	\$3.24	\$8.64	\$108.00	\$216.00	\$216.00	\$432.00

Tournaments	
Number of Teams	Price per Tournament
<b>0-8 teams</b>	\$216.00
<b>9-16 teams</b>	\$432.00

**Low Risk Activities:** Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Shuffleboard, Table Tennis, Tai Chi, Public Skating, Bocce Ball

**Medium Risk Activities:** Baseball, Basketball, Broomball, Cricket, Dodgeball, Field Hockey, Ball/Roller/Floor Hockey, Handball, Racquetball, Soccer, Softball, Slo-pitch, Squash, Swimming with Lifeguard, T-ball, Non-Contact/Flag Football, Synchronized Swimming, Fitness Classes, Track & Field, Ultimate Frisbee, Volleyball, Yoga, Figure Skating, non-Contact Marital Arts, Non-Contact Pick-up Lacrosse, Non-Contact Minor Pick-up Hockey, Ringette

**Note:** All events must take place on City of Hamilton property





Insurance Requirements for Room Rentals – with COH fee Names

Non-Sport Event		Neighbourhood Gathering Event (i.e. Egg Hunt, Park Clean up, Tea Party etc.)
Number of Participants	Price per booking	Price per booking
1-25	\$37.80	\$21.60
26-100	\$75.60	\$43.20
101-250	\$162.00	\$86.40
251-500	\$216.00	Refer to insurance company
501-1000	\$378.00	Refer to insurance company

Meeting, Workshop or Training with Activity		
Number of Participants	1 Day (per booking)	Annual Monthly meetings (annually)
1-250	\$5.40	\$25.00
251-500	\$10.80	\$50.00

Family Celebration			
	Children's Birthday (per hour)	Number of Participants	Shower, Dinners, Reunions, Anniversaries, etc. (per booking)
In Gym/Pool	\$8.64	1-250	\$18.90
In Club Room	\$4.32	251-500	\$37.80

Insurance Requirements for Room Rentals – with COH fee Names

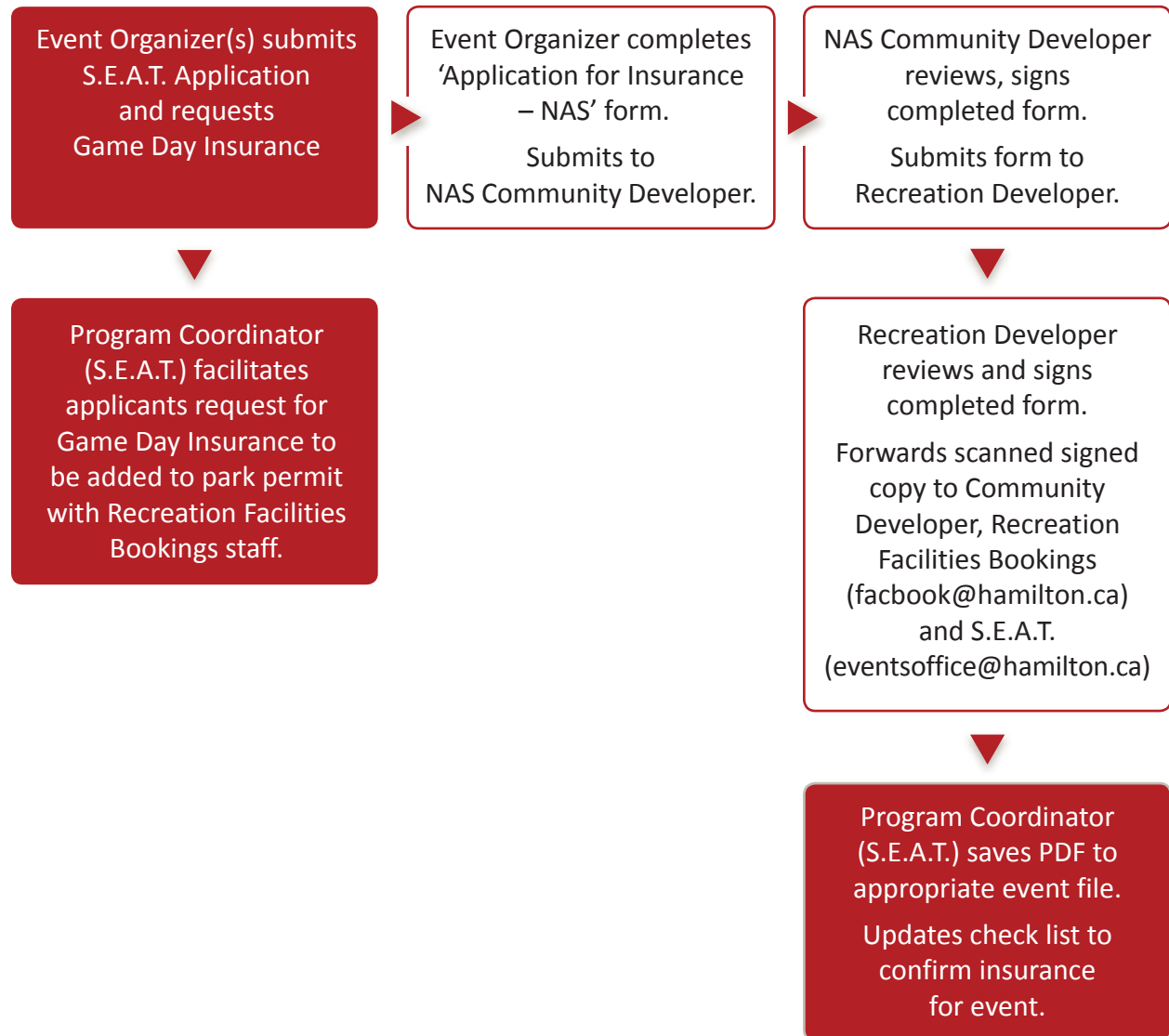
Camp Program	
	Per Session (Max 2 weeks)
<100 (per booking)	\$162.00
>100 (per person)	\$3.24

The Identified Neighbourhood Action Strategy Neighbourhoods listed below are exempted from this insurance process (*they have another process in place for insurance coverage*):

- Keith
- Beasley
- Stinson
- Jamesville
- Davis Creek Riverdale
- South Sherman
- GALA
- Crown Point
- Rolston

**Note:** All events must take place on City of Hamilton property

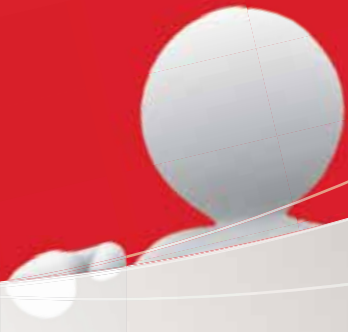
## Game Day Insurance Process for NAS approved community organizations/events



## References

- i Directors' Liability: A Discussion Paper on Legal Liability, Risk Management and the Role of Directors in Non-Profit Organization published in 2002





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